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Bulletin Number	14671BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	PROCUREMENT AID
Rebulletin Information	THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND REVISE SPECIAL REQUIREMENT INFORMATION, EXAMINATION CONTENT AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.
Exam Number	R2343H
Filing Type	Open Continuous
Filing Start Date	09/22/2014
Salary Type	Monthly
Salary Minimum	2735.00
Salary Maximum	3573.00
Position/Program Information	Prepares various procurement documents and maintains related clerical records and controls. Positions allocable to this class typically report to a procurement supervisor and participate in the procurement process of a variety of supply items or services, the specifications for which are typically standardized. Procurement Aid positions process blanket orders and requisitions for a wide variety of supplies or services involving research of vendor catalogs and extensive telephone contacts with operating personnel and vendors in connection with clarifying details of requests, locating supply sources, ascertaining unit costs and other pertinent factors, placing and expediting orders, and resolving minor problems in connection with deliveries of wrong materials, shortages, damaged merchandise, etc. Positions allocable to this class are expected to work with progressively increasing skill and independence in the performance of procurement tasks such as writing of specifications and conducting product research, must have basic keyboarding skills, the ability to use commonly used word processing programs such as Word and Excel, the ability to access and retrieve information using video display terminals, and effective verbal and written communication skills.
Essential Job Functions	<ul style="list-style-type: none"> • Processes orders for various supplies and services. • Using a desk mounted video display terminal and personal computer, prepares procurement documents, submits requisitions to central purchasing agency, monitors order status, checks reports of goods received against purchase orders, makes adjustments indicated, and tentatively approves payment by County Auditor. • Compiles orders for perishable foods required by the various County institutions and places with vendors. • Receives and checks deliveries and adjusts discrepancies, assuring that the immediate needs of the institutions will be met. • Arranges for returns of merchandise. • Keeps records and prepares reports such as on the availability and price of certain products using the internet, trade journals, and other research tools. • Resolves problems in connection with deliveries of merchandise received which are not in accordance with purchase orders, including partial deliveries, wrong or damaged merchandise, or merchandise which cannot be identified. • Works with the various County departments, vendors, and shipping companies to ascertain status of orders in process, involving tracing, determining reasons for delays and revised delivery dates, expediting deliveries, and in negotiating changes or canceling orders in accordance with

current needs of departments.

- Analyzes requisitions from operating departments for non-stock items in order to identify item, maximize use of stock and/or standardized items, and standardize use of descriptive nomenclature.
- Processes requests for emergency purchases, and assists departments in obtaining supplies from prescribed or other sources.
- Prepares specifications for purchase of new products.

Requirements

SELECTION REQUIREMENTS:

One year of experience in procurement or warehousing activities, including the performance of specialized clerical duties involving the ordering or warehousing of material using automated systems at the level of Los Angeles County's class of Intermediate Clerk* or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*Intermediate Clerk in the County of Los Angeles class position performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and independent judgment within procedural and policy limits.

PLEASE DESCRIBE YOUR ASSIGNED DUTIES FOR EACH JOB LISTED ON YOUR APPLICATION REGARDLESS OF WHETHER YOU BELIEVE THE DUTIES ARE CONSISTENT WITH THE JOB TITLE.

Examination Content

This examination will consist of a written test that contains both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention **weighted 100%**.

- Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.
- This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Invitation letters for all exam parts may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by U.S. mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

- <http://hr.lacounty.gov>
- Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized portion of the test by going to the following website:

- http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Available Shift

Day

**Application and
Filing Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tq/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=14671BR

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](https://sjobs.brassring.com/TGWebHost/jobdetailpreview.aspx?PartnerID=25082&SiteID=5045&pid=^y...)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or dbatungbacal@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support

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